

CLASS TITLE: **Auditor I**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs professional auditing duties at the entry level where the position is directly supervised on basic auditing assignments; and performs related duties as required. These positions typically audit small businesses with few tax obligations or delegate agencies with simple contracts.

ESSENTIAL DUTIES: Examines basic accounting records and computerized ledgers to determine compliance with generally accepted accounting principles, the municipal tax ordinance and funding agency and contract specifications; interprets tax ordinances, contract specifications and reporting requirements to business managers and delegate agency personnel, respectively; reviews routine tax returns, invoices and related business documents to determine the tax liability of business establishments; audits invoices, journals and bank statements of delegate agencies to ensure compliance with funding source and contract requirements and recommends corrective action for contract violations; computes taxes owed including penalties for businesses found to be in non-compliance with the tax ordinance; organizes financial data and prepares computerized spreadsheets and analyses of data; assists in preparing summaries of audit findings for inclusion in comprehensive reports.

RELATED DUTIES: May participate in special audit investigations and in the preparation of related reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or a related field with 15 semester hours in Accounting.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Some knowledge of generally accepted accounting principles. Some knowledge of auditing techniques. Some knowledge of financial management and auditing principles. Some knowledge of financial report preparation. Some knowledge of financial software.

CLASS TITLE: **Auditor I (Cont'd)**

Ability to apply basic auditing principles. Ability to audit and analyze moderately complex financial data and assist in preparing

segments of audit reports. Ability to use computerized spreadsheets. Ability to travel out of state on audit assignments.

Skill in the application of generally accepted accounting principles. Some business math skills. Some auditing skills. Some analytical skills. Good oral and written communication skills. Some skill in using computers.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 2004
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: May, 2008)